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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

17 January 1968

To: All the Training Officers of the Agency

SYSTEMS DEVELOPMENT PROCESS

The fourth presentation of the Systems Development Process (SDP) course conducted for the Agency by a representative from [REDACTED] will be given on Tuesday through Thursday, 6 - 8 February from 9 a.m. to 5 p.m. in 612 Magazine Building.

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25X1A Mr. [REDACTED] of the Management Training Faculty, Support School/OTR is the Course Coordinator.

Attendance at the course is limited to 45. The quota for each Directorate is 10; for the Office of the Director it is 5. Nominations must be in the Registrar/TR's office by Friday, 26 January. A quota not filled at that time will be made available to other components.

As in previous presentations, the cost for each participant will be between 50 and 70 dollars, prorated among the participating components. In order to process the billings, application for the course must be made on Form 136, "Request for Training at Non-Agency Facility." Certain items normally necessary on Form 136 for other courses need not be completed for the SDP. These are items 26, 31, 35, and 37. Only two signatures are required: that of the applicant and the Training Officer. The form is to be sent directly to the Registrar, Room 839 1000 N. Glebe.

The Systems Development Process is an orientation for the user and prospective user of ADP services and for the systems analyst. It is beneficial to the manager or supervisor who may not necessarily be so directly involved. Since the course covers the steps required in developing a computer application, it serves not only the analyst and the user but it affords the supervisor or manager, with or without a direct ADP link, a model for planning and developing any type of

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an activity.

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For further information can be obtained from
either Mr. [REDACTED] or the Registrar's
office, extension [REDACTED]

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